

# PeopleSoft

## Printing the State Leave Balance Report

March 8, 2005



Breadcrumbs: **Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > State Leave Balance Report**

### REQUESTING A STATE LEAVE BALANCE REPORT

Use the above navigation to 'State Leave Balance Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

A screenshot of the PeopleSoft web interface for the 'State Leave Balance Report'. The page has a blue header with the PeopleSoft logo and navigation links: Home, Worklist, Help, and Sign Out. Below the header, the breadcrumb trail is displayed: Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > State Leave Balance Report. A 'New Window' link is also present. The main content area is titled 'State Leave Balance Report' and contains a section 'Find an Existing Value'. This section includes a text input field for 'Run Control ID:', a checkbox for 'Spacer Image', a yellow 'Search' button, and a blue 'Advanced Search' link. Below these options is a purple link 'Add a New Value'. A black arrow points from the 'Add a New Value' link to the 'Run Control ID' input field.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following screen shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). This report can only be run for the current month, so there is no Pay Period End Date. Click 'Run'.

**NOTE:** The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in or do a lookup to find your business unit number.

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Home Worklist Help Sign Out

Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > State Leave Balance Report [New Window](#)

Leave Balance Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit: 11000

Save Return to Search Next in List Previous in List Add Update/Display


The following screen shows the parameters for the report and the \*Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format so we recommend you select "Web" for the type and 'PDF' for the Format. You will also need to check the box in front of "Leave Balance Report." Then click 'OK' and you will be returned to the previous screen.


[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > [State Leave Balance Report](#) [New Window](#)



### Process Scheduler Request





**User ID:** TBAUER@ND.GOV **Run Control ID:** 1



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**Server Name:** PSNT **Run Date:** 01/18/2005 

**Recurrence:**  **Run Time:** 9:17:12AM

**Time Zone:**  

Select	Description	Process Name	Process Type	*Type	*Format	
<input checked="" type="checkbox"/>	Leave Balance Report	NDSP204J	PSJob	(None)	(None)	
<input type="checkbox"/>	NDSP204S	NDSP204S	SQR Process	Web	PDF	
<input type="checkbox"/>	NDSPR204	NDSPR204	Crystal	Web	PDF	


When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.


[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > [State Leave Balance Report](#) [New Window](#)

[Help](#)


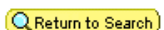


Leave Balance Report

**Run Control ID:** 1

[Report Manager](#) [Process Monitor](#) 

**Business Unit:** 11000 

Process Instance: 88008,88009,88010

At the Process Monitor screen, you will need to check the box next to 'View Job Items' and click on 'Refresh'. This will list the three processes that are running. Click on 'Refresh' periodically until the 'Run Status' of all three processes shows 'Success.' Then click on 'Details' for the Crystal Process.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests**

[New Window](#)

Process List

Server List

View Process Request For

UserID: TBAUER@ND

Process Type:

Server Name:

Process Run Status:

Instance:

Last: 1 Days

Refresh

☒ View Job Items
 ☒ Save On Refresh

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
88008		PSJob	NDSP204J	TBAUER@ND.GOV	01/18/2005 9:17:12AM CST	Success	<a href="#">Details</a>
88009	1	SQR Process	NDSP204S	TBAUER@ND.GOV	01/18/2005 9:17:12AM CST	Success	<a href="#">Details</a>
88010	2	Crystal	NDSR204	TBAUER@ND.GOV	01/18/2005 9:17:12AM CST	Success	<a href="#">Details</a>

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

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Home Worklist Help Sign Out

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

**Process Detail**

**Process**

Instance: 10095 Type: Crystal  
Name: NDSPR204 Description: NDSPR204

**Run** **Update Process**

Run Control ID: 1  
Location: Server  
Server: PSNT  
Recurrence:

Hold Request  
Queue Request  
Cancel Request  
**Delete Request**  
Restart Request

**Date/Time** **Actions**

Request Created On: 10/15/2003 4:02:19PM CDT  
Run Anytime After: 10/15/2003 4:00:30PM CDT  
Began Process At: 10/15/2003 4:02:44PM CDT  
Ended Process At: 10/15/2003 4:04:44PM CDT

Parameters Transfer  
Message Log  
Batch Timings  
**View Log/Trace**

OK Cancel

Then click the report name below to view the report.

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**Report/Log Viewer**

Instance: 10095 Type: Crystal  
Name: NDSPR204 Run Cntl ID: 1  
Status: Success Submitted By: lberger  
Server: PSNT Recurrence:

**NDSPR204**

Name	Size	CreationDate
<a href="#">Message Log</a>	0 bytes	Wed Oct 15 16:02:43 2003
<a href="#">NDSPR204_10095.PDF</a>	74502 bytes	Wed Oct 15 16:02:44 2003

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

4/13/2004 Business Unit: (1000) (Office of the Registrar) DepartmentID: (10000)																			
State of North Dakota Leave Balance Report															Page 1				
Name	Emplid	Service Yrs Ann Ser Mo	To Cncl	Annual Leave Hours				C/O	Sick Leave Hours				C/O	Comp Time Hours				FSL YTD Tkn	MIL YTD Tkn
				YTD Ern	YTD Tkn	YTD Adj	Bal		YTD Er	YTD Tkn	YTD Adj	Bal		YT Ern	YTD Tkn	YTD Adj	Bal		
State of North Dakota	10000000	5	7	184.50	40.00	36.00	188.50	342.50	32.00	10.00		364.50						2.50	
State of North Dakota	10000000	14	7	828.00	168.00	396.00	600.00	796.20	96.00	33.00		859.20	9.75		9.75				
State of North Dakota	10000000	2	10	89.26	32.00		121.26	136.26	32.00	2.25		166.01	81.25		67.50	9.50	23.25		
State of North Dakota	10000000	25	10	335.50	64.00	95.50	304.00	1,567.50	32.00	10.50	-16.00	1,573.00							
State of North Dakota	10000000	6	10	214.87	40.06	21.00	-0.12	213.81	400.86	32.05	4.50	-0.10	428.31						
State of North Dakota	10000000	25	5	321.88	64.09	33.00	-0.38	352.59	252.56	32.05	16.00	-0.23	268.37						
State of North Dakota	10000000	6	7	123.67	40.00	88.00	75.67	200.67	32.00	26.50		206.17	0.63		10.00	9.75	0.38		
State of North Dakota	10000000	1	8	52.00	32.00	32.00	52.00	29.25	32.00	26.50		34.75	5.10		8.00	15.75	12.85	8.00	
State of North Dakota	10000000	7	9	154.54	48.00		202.54	180.29	32.00	20.00		192.29	48.75		62.75	16.00	2.00		
State of North Dakota	10000000	18	4	286.45	56.00	23.00	319.45	183.79	32.00	8.75		207.04						7.25	
State of North Dakota	10000000	13	9	174.05	56.00	44.00	186.05	631.08	32.00	11.00		652.08			14.00	14.00			
State of North Dakota	10000000	22	6	217.10	64.00	84.00	197.10	1,093.83	32.00	26.00		1,099.83							
State of North Dakota	10000000	27	4	262.78	64.09	88.25	-0.37	238.25	1,803.43	32.05		-0.18	1,835.29						